

NPS Grants Administration Summary Sheet

Financial Analysts:	Are located in Lansing. Please check your contract for the appropriate staff person.				Please note: This is a general guidance document. Contract language takes precedence over this guidance.
Project Administrators:	Are located throughout the state. Please check your contract for the appropriate staff person.				
What to Submit	When to Submit	How Many	Format	Who to Send to	Guidance Documents www.michigan.gov/deqnps
Quarterly Status Reports	4x a year by the 30 of each of these months Jan, April, July, Oct (Note: special requirements for MDEQ fiscal year end - Oct)	2 total	Hard Copy	Financial Analyst: Original Project Administrator: Copy	Grant Recipient Information: <i>Grantee Tools: Status Reports</i>
Contractor Qualification Form	Either with proposal application or prior to any work being completed by contractor	1 - each contractor	On DEQ Form - electronic	Project Administrator for approval	Grant Recipient Information: <i>Grantee Tools: Status Reports</i>
Notice of Changes	After discussing with PA, prior to changes taking effect	1	Electronic or Hard Copy	Project Administrator for approval	Grant Recipient Information: <i>Grantee Tools: Contract Changes</i>
Amendment Requests	* A minimum of 45 days prior to end of contract. * After discussing with PA, prior to changes taking effect	3 total: 2 with original signatures	Use DEQ Template Hard copy: must have signatures	Financial Analyst: 2 originals Project Administrator: 1 copy (e-copy accepted)	Grant Recipient Information: <i>Grantee Tools: Contract Changes</i>
Budget Form Revisions	Upon approval of PA	1	e-mail: Use automatic spreadsheet included in your electronic budget form	Project Administrator	Grant Recipient Information: <i>Grantee Tools: Contract Changes</i>
Before and After Photos	With Status Report when BMP is complete and requesting reimbursement	2 total	electronic	Financial Analyst: 1 copy Project Administrator: 1 copy	Grant Recipient Information: <i>Grantee Tools: Status Reports; Photo documentation</i>
BMP Cost Share Forms	with Status Reports	2 total	Use MDEQ Template	Financial Analyst: 1 copy Project Administrator: 1 Copy	Grant Recipient Information: <i>Grantee Tools: Status Reports: BMP cost share form</i>
Engineering Design Review	At least 9 weeks prior to construction (this allows for a 1 week PA review time)	4 copies	Paper - must be sealed and stamped designs	Project Administrator: 1 copy	Technical Assistance: <i>BMPs, Engineering Review and Site Plans Project Checklist</i>
Draft Monitoring QAPP	9 weeks prior to beginning any work	2 total	Electronic or Hard Copy	Project Engineer: 3 copies Project Administrator: 1 copy	1. Monitoring and Field Investigation: <i>Quality Assurance Project Plan for Water Quality Monitoring</i> 2. Grant Recipient Information: <i>Providing Electronic Versions of Grant Products</i>
Final Monitoring QAPP	When revisions are complete. Must be approved by Lansing prior to any work	2 total	Electronic or Hard Copy	Project Administrator	1. Monitoring and Field Investigation: <i>Quality Assurance Project Plan for Water Quality Monitoring</i> 2. Grant Recipient Information: <i>Providing Electronic Versions of Grant Products</i>
Monitoring Report	As per contract	5 copies total	1 Electronic copy 4 Hard copies	Financial Analyst: 3 hard copies 1 electronic Project Administrator: 1 hard copy	Grant Recipient Information: <i>Providing Electronic Versions of Grant Products</i>
Water Quality: Biological and Chemical Data	As specified in contract or upon request by DEQ	1 total	STORET Template 1 Electronic	Project Administrator	Monitoring and Field Investigations: <i>STORET Information</i>

Draft Social Survey and Information/Ed QAPP	9 weeks prior to beginning any work	2 total	1 Electronic 1 Hard Copy	Project Administrator	Monitoring and Field Investigations: <i>Social Monitoring and Evaluation</i>
Final Social Survey and Information/Ed QAPP	When revisions are complete. Note: Must be approved by DEQ prior to any work	3 total	1 Electronic 2 Hard Copy	Project Administrator	Monitoring and Field Investigations: <i>Social Monitoring and Evaluation</i>
Draft Hydrologic Study	As specified in contract	2 total	1 electronic 1 hard copy	Project Administrator	Grant Recipient Information: <i>Providing Electronic Versions of Grant Products</i>
Final Hydrologic Study	As specified in contract	5 copies total	1 Electronic copy 4 Hard copies	Financial Analyst: 3 hard copies 1 electronic Project Administrator: 1 hard copy	Grant Recipient Information: <i>Providing Electronic Versions of Grant Products</i>
Draft Watershed Plan	A complete draft at least 90 days prior to contract completion	2 copies	1 Electronic copy 1 Hard Copy	Project Administrator	1. Information and Education: <i>Developing an Approvable Watershed Management Plan</i> 2. Grant Recipient Information: <i>Providing Electronic Versions of Grant Products</i>
Watershed Plan	As specified in contract	5 copies total	2 Electronic copies 3 Hard copies	Financial Analyst: 1 hard copy, 2 electronic copies Project Administrator: 2 hard copies	1. Information and Education: <i>Developing an Approvable Watershed Management Plan</i> 2. Grant Recipient Information : <i>Providing Electronic Versions of Grant Products</i>
Draft Products	According to contract timeline	1 copy	Electronic or Paper	Project Administrator	Grant Recipient Information : 1. <i>Providing Electronic Versions of Grant Products</i> 2. <i>Acknowledgement on I & E products</i>
Other Products/Deliverables	According to contract timeline	5 copies total	1 Electronic copy 4 Hard copies	Financial Analyst: 3 hard copies 1 electronic Project Administrator: 1 hard copy	Grant Recipient Information: 1. <i>Providing Electronic Versions of Grant Products</i> 2. <i>Acknowledgement on I & E products</i>
Geospatial Data	As part of close out package	1 copy	Electronic	Project Administrator	Grant Recipient Information: <i>Electronic Geospatial Data Format and Submission Guidance for DEQ Grantees and Contractors</i>
Draft Final Report	45 days prior to end of contract	1 copy	Electronic or Hard Copy	Project Administrator	Grant Recipient Information: 1. <i>Providing Electronic Versions of Grant Products</i> 2. <i>Contract Close-Out</i>
Final Report	w/n 30 days of the end of the contract	3 total	Electronic and Hard copy	Financial Analyst: hard and electronic Project Administrator: hard copy	Grant Recipient Information: 1. <i>Providing Electronic Versions of Grant Products</i> 2. <i>Contract Close-Out</i>
Draft Fact Sheet	30 days prior to end of contract	1 copy	Use DEQ Template Electronic	Project Administrator	Grant Recipient Information: <i>Fact Sheet Information</i>
Final Fact Sheet	With Final Report	2 total	Use DEQ Template Electronic and hard copy	Financial Analyst: Original Project Administrator: Copy	Grant Recipient Information: <i>Fact Sheet Information</i>
Release of Claims	With Final Status Report/Final Report	2 total	Hard Copy	Financial Analyst: Original Project Administrator: Copy	Grant Recipient Information: <i>Contract Close Out</i>